

# TITLE 590

## INDIANA LIBRARY AND HISTORICAL BOARD

- Art. 1. GENERAL PROVISIONS
- Art. 2. AUTOMATION STANDARDS (*EXPIRED*)
- Art. 3. STATEWIDE LIBRARY CARD PROGRAM
- Art. 4. LIBRARIAN CERTIFICATION

### ARTICLE 1. GENERAL PROVISIONS

- Rule 1. Standards of Eligibility to Receive State Funds
- Rule 2. Development Plan for Area Library Services Authorities (*Repealed*)
- Rule 2.5. Minimum Standards for the Indiana Cooperative Library Services Authority
- Rule 3. Indiana Document Depository Libraries

#### Rule 1. Standards of Eligibility to Receive State Funds

- 590 IAC 1-1-0.5 Purpose of rule
- 590 IAC 1-1-0.6 Definitions
- 590 IAC 1-1-1 Eligibility to receive state funds; determination
- 590 IAC 1-1-2 Minimum standards for public libraries; compliance reports (*Repealed*)
- 590 IAC 1-1-2.5 Minimum standards for public libraries

#### 590 IAC 1-1-0.5 Purpose of rule

**Authority:** IC 4-23-7.1-11  
**Affected:** IC 4-23-7.1

Sec. 0.5. Standards for public libraries are established to encourage local libraries to maintain a minimum level of service and to establish criteria for eligibility to receive state and federal appropriations. (*Indiana Library and Historical Board; 590 IAC 1-1-0.5; filed Mar 17, 1986, 4:00 pm; 9 IR 1966; readopted filed Nov 13, 2001, 9:25 a.m.; 25 IR 1303*)

#### 590 IAC 1-1-0.6 Definitions

**Authority:** IC 4-23-7.1-11  
**Affected:** IC 4-23-7

Sec. 0.6. The following definitions apply throughout this rule:

- (1) "Accredited college or university" means a college or university that qualifies for membership in the North Central Association of Colleges and Secondary Schools or other regional or national associations of similar rank.
- (2) "Administrative experience" means experience attained as a head librarian/director or by having supervision over and responsibility for the work of other persons.
- (3) "Approved library education" means elementary instruction in library science taken, after completion of two (2) years of academic education, in an institution

accredited by the American Library Association (ALA) or approved by the Indiana department of education. Similar approved courses in library science taken outside of Indiana may be accepted.

(4) "By-laws" mean the rules adopted by the library board for the government of its members and the regulation of its affairs.

(5) "Certification examination" means an exam given by the Indiana state library to librarians for the purpose of obtaining certification levels.

(6) "Continuing education" means an approach to education that encourages dynamic and continuous learning.

(7) "Director" means the librarian who is the administrative head of the library and is responsible to the library board for the operation and management of the library.

(8) "Evening hours" mean the hours the library is open after 5 p.m.

(9) "Full-time" means that the director is paid for thirty-five (35) to forty (40) hours per week or, if the library is open fewer than thirty-five (35) hours per week, the director is paid for the number of hours that the library is open.

(10) "Graduate degree" means completion of at least one (1) year of professional study on the graduate level taken in an accredited library school and validated by a diploma such as the Master of Library Science or Master of Information Science.

(11) "Indiana cooperative library services authority" or "INCOLSA" means a cooperative, statewide structure for information and resource sharing.

(12) "Library board" means the fiscal and administrative body of a public library.

(13) "Population served" means residents or real property taxpayers of the library district taxed for the support of the library.

(14) "Software" means programs that tell the computer what operations to perform.

(15) "Special services" means library service for special populations such as the blind, deaf, or physically handicapped.

(*Indiana State Library and Historical Board; 590 IAC 1-1-0.6; filed Jul 25, 1997, 8:30 a.m.; 20 IR 3367; readopted filed Nov 13, 2001, 9:25 a.m.; 25 IR 1303*)

#### 590 IAC 1-1-1 Eligibility to receive state funds; determination

**Authority:** IC 4-23-7-5  
**Affected:** IC 4-23-7.1-11; IC 4-23-7.1-24; IC 20-14-12

Sec. 1. The eligibility of a public library to receive

state or federal funds under the provisions of any program for which the Indiana state library is the administrator shall be determined as follows:

- (1) Compliance with any requirements that may be set forth in state legislation providing for such funds.
- (2) Compliance with Indiana law.
- (3) Compliance with the standards promulgated by the Indiana library and historical board.

*(Indiana Library and Historical Board; Rule I, A.1; filed Dec 21, 1973, 3:15 p.m.: Rules and Regs. 1974, p. 362; filed Mar 17, 1986, 4:00 p.m.: 9 IR 1966; errata, 9 IR 2063; readopted filed Nov 28, 2001, 3:30 p.m.: 25 IR 1303)*

**590 IAC 1-1-2 Minimum standards for public libraries; compliance reports (Repealed)**

*Sec. 2. (Repealed by Indiana Library and Historical Board; filed Mar 17, 1986, 4:00 pm: 9 IR 1965; errata, 9 IR 2208)*

**590 IAC 1-1-2.5 Minimum standards for public libraries**

**Authority:** IC 4-23-7.1-11

**Affected:** IC 4-23-7; IC 4-23-7.1; IC 6-1.1-18.5; IC 20-14-2; IC 20-14-6; IC 20-14-7-6

Sec. 2.5. (a) The library must operate in compliance with Indiana laws, including the Public Library Law (IC 20-14-2; IC 20-14-6; IC 20-14-7-6), the Indiana Library and Historical Department Law (IC 4-23-7), and other Indiana laws that affect municipal units.

(b) The library board is responsible for hiring a full-time library director with the education and experience required for the size of population served by the library as follows:

- (1) Serving a population greater than one hundred fifty thousand (150,000):
  - (A) graduation from an accredited college or university;
  - (B) a graduate degree from an ALA accredited library science school; and
  - (C) six (6) years of library experience, including at least three (3) years of administrative experience after completing the graduate degree.
- (2) Serving a population from twenty-five thousand one (25,001) to one hundred fifty thousand (150,000):
  - (A) graduation from an accredited college or university;
  - (B) a graduate degree from an ALA accredited library science school; and
  - (C) three (3) years of library experience after completing the graduate degree.

(3) Serving a population from ten thousand one (10,001) to twenty-five thousand (25,000):

- (A) graduation from an accredited college or university; and
- (B) a graduate degree from an ALA accredited library science school.

(4) Serving a population from five thousand one (5,001) to ten thousand (10,000):

- (A) a bachelor's degree from an accredited college or university; and
- (B) at least fifteen (15) semester hours of approved library education, with areas of study to include:
  - (i) selection and evaluation of media;
  - (ii) public library administration;
  - (iii) reference and information sources;
  - (iv) cataloging and organization of materials; and
  - (v) children's materials.

(5) Serving a population of five thousand (5,000) or fewer:

- (A) two (2) years of academic education in an accredited college or university; and
- (B) at least nine (9) additional semester hours of approved library education, with areas of study to include:
  - (i) selection and evaluation of media;
  - (ii) public library administration; and
  - (iii) reference and information sources.

(6) A permanent certificate, previously issued by the Indiana library and historical board, based on experience and education, or certification examination in lieu of approved library education, meets the requirements for this section.

(c) The library board shall:

- (1) classify employees;
  - (2) adopt schedules of salaries; and
  - (3) prescribe duties of employees;
- all with the advice and recommendations of the library director.

(d) All newly constructed and existing library facilities (central buildings and branches) must be in compliance with local, state, and federal building and health and safety codes.

(e) The library shall be a member of the Indiana cooperative library services authority (INCOLSA).

(f) The library shall provide the following minimum services:

- (1) Acquisition, organization, and loan of materials.
- (2) Availability of general collections to the public at all times the library is open.
- (3) A telephone listed in the library's name.
- (4) Interlibrary loan free of charge (other than reimbursement for actual photocopy and postage or freight costs).

(g) The library must comply with federal laws affecting employment practice and facilities management.

(h) The library board shall be governed by written by-laws that outline its purpose and operational procedures.

(i) The library shall have a written long-range plan of service for two (2) to five (5) years, including the following:

(1) A statement of community needs, goals, and measurable objectives.

(2) A method for periodic review and evaluation.

(j) The library shall have a written automation plan that conforms with the automation standards in 590 IAC 2 adopted by the Indiana library and historical board.

(k) The library board shall adopt the following:

(1) A written collection development policy.

(2) Principles of access to all library materials and services.

(l) The library board and director shall maintain their separate functions as follows:

(1) The board is responsible for governance.

(2) The director is responsible for administration.

(m) All library trustees shall follow the principles discussed in current state publications for trustees that are approved by the Indiana state library.

(n) The library shall have written personnel policies and procedures. Written personnel policies and procedures must address at least the following:

(1) Employment practices, such as:

(A) recruitment;

(B) selection; and

(C) appointment.

(2) Personnel actions, such as:

(A) placement;

(B) performance evaluations;

(C) promotions;

(D) grievances;

(E) disciplinary actions; and

(F) personnel records.

(3) Salary administration.

(4) Employee benefits.

(5) Conditions of work.

(6) Leaves.

(o) The library shall support continuing education for staff and trustees.

(p) The library must comply with provisions of the federal Americans with Disabilities Act to make its services available to everyone.

(q) Hours of service shall be provided to allow the greatest possible access for the community as follows:

(1) The library serving a population of fifteen thousand (15,000) or fewer must be open a minimum of twenty (20) hours each week, including at least one (1) evening and some hours on one (1) weekend day.

(2) The library serving a population between fifteen

thousand (15,000) and thirty thousand (30,000) must be open a minimum of forty-five (45) hours each week, including at least two (2) evenings and at least one (1) weekend day.

(3) The library serving a population over thirty thousand (30,000) must be open a minimum of fifty-five (55) hours each week, including at least three (3) evenings and at least one (1) weekend day.

(r) The library shall provide the following:

(1) Reference services.

(2) Children's services.

(3) Library sponsored programming.

(4) Audiovisual services.

(5) Special services.

(s) The library shall inform its public of the services available and encourage use of these services.

(t) The library shall provide at least a base level of technology consisting of a computer, modem, fax, printer, and software by January 1, 1998.

(u) The library shall file with the Indiana state library by February 1 of each year an annual report for the preceding calendar year, as of December 31, in the form prescribed by the Indiana state library. Included in the report shall be a statement certifying which standards have been met, including a statement outlining the library's intention and specific measures planned to reach the remaining requirements not met at that time. Any falsification of statements certifying which standards have been met shall result in the library being required to return to the Indiana state library any state or federal funding that was received. (*Indiana Library and Historical Board; 590 IAC 1-1-2.5; filed Mar 17, 1986, 4:00 p.m.: 9 IR 1966; errata, 9 IR 2063; filed Jul 25, 1997, 8:30 a.m.: 20 IR 3367; errata, 21 IR 111; readopted filed Nov 13, 2001, 9:25 a.m.: 25 IR 1303*)

## **Rule 2. Development Plan for Area Library Services Authorities (*Repealed*)**

(*Repealed by Indiana Library and Historical Board; filed Nov 28, 2001, 3:30 p.m.: 25 IR 1304*)

## **Rule 2.5. Minimum Standards for the Indiana Cooperative Library Services Authority**

590 IAC 1-2.5-1 Purpose of rule

590 IAC 1-2.5-2 Definitions

590 IAC 1-2.5-3 Minimum standards for the Indiana cooperative library services authorities

### **590 IAC 1-2.5-1 Purpose of rule**

**Authority:** IC 4-23-7.1-11

**Affected:** IC 4-23-7.1; IC 20-14-8; IC 20-14-12

Sec. 1. Standards for library services authorities are

established to provide minimum criteria for eligibility to receive state and federal appropriations. (*Indiana Library and Historical Board; 590 IAC 1-2.5-1; filed Mar 17, 1986, 4:00 pm: 9 IR 1966; readopted filed Nov 13, 2001, 9:25 a.m.: 25 IR 1303*)

### 590 IAC 1-2.5-2 Definitions

**Authority:** IC 4-23-7.1-11

**Affected:** IC 4-23-7.1; IC 20-14-8-1; IC 20-14-12

Sec. 2. The following definitions apply throughout this rule:

(1) "Library" means a collection of books or other printed matter, audiovisual materials and other forms of recorded knowledge kept in a centralized place and under the responsibility of a person who has knowledge of their arrangement and use of library skills. The library is for the use of individuals or groups in meeting their recreational, informational, educational, research, or cultural needs.

(2) "Library services" means those activities in which libraries engage in the following:

(A) The planning, management, budgeting, financing, purchasing, staffing, and evaluation of their libraries.

(B) The selection, acquisition, processing, and maintenance of their collections of materials and the related bibliographic records.

(C) The promotion, interpretation, servicing, and use of their library materials and facilities.

(3) "Member libraries" means the libraries of the qualified entities (as defined in IC 20-14-8-1) that have adopted the joint agreement of the Indiana cooperative library services authority.

(*Indiana Library and Historical Board; 590 IAC 1-2.5-2; filed Mar 17, 1986, 4:00 p.m.: 9 IR 1967; errata, 9 IR 2063; readopted filed Nov 28, 2001, 3:30 p.m.: 25 IR 1303*)

### 590 IAC 1-2.5-3 Minimum standards for the Indiana cooperative library services authorities

**Authority:** IC 4-23-7.1-11

**Affected:** IC 4-23-7; IC 4-23-7.1; IC 20-14-8; IC 20-14-12

Sec. 3. (a) The Indiana cooperative library services authority shall operate in compliance with IC 20-14-8 and IC 4-23-7.

(b) The Indiana cooperative library services authority shall be governed by written bylaws, administrative procedures, and rules for the conduct of business, copies of which shall be filed with the Indiana state library as adopted and amended.

(c) The Indiana cooperative library services authority shall develop a long range plan that includes a statement of needs assessment, goals and program objectives, a method for annual review and evaluation, and a mechanism for the participation of member libraries in the planning and evaluation process. The plan should relate to the philosophies of the Indiana long range plan for library services and development. A copy of the plan shall be submitted to the Indiana state library.

(d) The Indiana cooperative library services authority shall comply with the laws governing municipal corporations and pertinent to the expenditure of public funds.

(e) The Indiana cooperative library services authority shall employ a chief administrative officer who holds an undergraduate degree from an accredited college or university, one (1) year of graduate library education, experience commensurate with responsibilities and eligibility for Librarian I certification as prescribed by the Indiana library certification board.

(f) At least fifty percent (50%) of the membership of the Indiana cooperative library services authority must be publicly supported libraries.

(g) The long range plans of the Indiana cooperative library services authorities shall address the provisions of the following services for members:

(1) Access to a national bibliographic utility.

(2) Training and consultation in the area of automation, such as the following:

(A) Information retrieval.

(B) Retrospective conversion.

(C) Equipment and software purchasing.

(D) Electronic mail service.

(3) Reference and referral services to supplement those provided by the local libraries.

(4) Interlibrary loan of materials, provided in accordance with the most recent edition of the Indiana resource sharing manual.

(5) Delivery service for the fast, efficient interlibrary loan of materials.

(6) Consultation, communication, and continuing education for libraries.

(h) The Indiana cooperative library services authority shall file with the Indiana state library an annual report for the preceding year in the form or forms prescribed by the Indiana state library. Included in the report shall be a statement certifying which standards have been met including a statement outlining the authority's intention and specific measures planned to reach the remaining requirements not met at that time. (*Indiana Library and Historical Board; 590 IAC 1-2.5-3; filed Mar 17, 1986, 4:00 p.m.: 9 IR 1967; readopted filed Nov 28, 2001, 3:30 p.m.: 25 IR 1304*)

**Rule 3. Indiana Document Depository Libraries**

- 590 IAC 1-3-1 Selection of depository documents by state library
- 590 IAC 1-3-2 Exemptions from depository program
- 590 IAC 1-3-3 Inter-library loan and reference services required
- 590 IAC 1-3-4 Retention of depository documents
- 590 IAC 1-3-5 Disposal of documents by state university depository libraries
- 590 IAC 1-3-6 Disposal of documents by secondary depository libraries
- 590 IAC 1-3-7 Termination as depository library by request or for cause

**590 IAC 1-3-1 Selection of depository documents by state library**

**Authority:** IC 4-23-7-5  
**Affected:** IC 4-23-7.1

Sec. 1. Selection of Depository Documents. Selection of documents to be sent to depository libraries shall be made by the Indiana State Library and shall be determined by the availability and general interest of the document. (*Indiana Library and Historical Board; Rule III,A.1; filed Dec 16, 1974, 2:05 pm: Rules and Regs. 1975, p. 377; readopted filed Nov 13, 2001, 9:25 a.m.: 25 IR 1303*)

**590 IAC 1-3-2 Exemptions from depository program**

**Authority:** IC 4-23-7-5  
**Affected:** IC 4-23-7.1

Sec. 2. Exemptions from the Depository Program. Documents available only through purchase must be obtained directly from the agency of publication by the depository library, if it desire the publication. (*Indiana Library and Historical Board; Rule III,A.2; filed Dec 16, 1974, 2:05 pm: Rules and Regs. 1975, p. 377; readopted filed Nov 13, 2001, 9:25 a.m.: 25 IR 1303*)

**590 IAC 1-3-3 Inter-library loan and reference services required**

**Authority:** IC 4-23-7-5  
**Affected:** IC 4-23-7.1

Sec. 3. Required Services. Depository libraries must provide inter-library loan and reference service in connection with Indiana state documents to the libraries and to citizens in their respective regions, and make every effort to see that depository documents are available to the general public and to promote their reference use. (*Indiana Library and Historical Board; Rule III,B; filed Dec 16, 1974, 2:05 pm: Rules and Regs. 1975, p. 377; readopted filed Nov 13, 2001, 9:25 a.m.: 25 IR 1303*)

**590 IAC 1-3-4 Retention of depository documents**

**Authority:** IC 4-23-7-5  
**Affected:** IC 4-23-7.1

Sec. 4. Retention of Documents. All depository documents must be retained at least five years by the depository library. (*Indiana Library and Historical Board; Rule III,C; filed Dec 16, 1974, 2:05 pm: Rules and Regs. 1975, p. 377; readopted filed Nov 13, 2001, 9:25 a.m.: 25 IR 1303*)

**590 IAC 1-3-5 Disposal of documents by state university depository libraries**

**Authority:** IC 4-23-7-5  
**Affected:** IC 4-23-7.1

Sec. 5. Disposal of Documents by the four State University Depository Libraries. The four state university depository libraries must request the approval of the State Library before disposing of depository documents retained five years or longer. (*Indiana Library and Historical Board; Rule III,D.1; filed Dec 16, 1974, 2:05 pm: Rules and Regs. 1975, p. 378; readopted filed Nov 13, 2001, 9:25 a.m.: 25 IR 1303*)

**590 IAC 1-3-6 Disposal of documents by secondary depository libraries**

**Authority:** IC 4-23-7-5  
**Affected:** IC 4-23-7.1

Sec. 6. Disposal of Documents by Secondary Depository Libraries. Secondary depository libraries may, at their own discretion, dispose of documents retained five years or longer, unless the State Library has given advance notice that certain documents are needed for the State Library's collection. (*Indiana Library and Historical Board; Rule III,D.2; filed Dec 16, 1974, 2:05 pm: Rules and Regs. 1975, p. 378; readopted filed Nov 13, 2001, 9:25 a.m.: 25 IR 1303*)

**590 IAC 1-3-7 Termination as depository library by request or for cause**

**Authority:** IC 4-23-7-5  
**Affected:** IC 4-23-7.1

Sec. 7. Termination as a Depository Library. Any depository library has the right to relinquish its privilege at any time by addressing a letter to the Director of the Indiana State Library stating that the library no longer wishes to be a depository for Indiana state documents.

The privilege may also be taken away by the Director of the Indiana State Library for failure of the library to adhere to the Regulations [590 IAC 1-3] for Indiana Document Depository Libraries.

Upon termination of the depository privilege, either by request or for cause, the library shall request of the Director of the Indiana State Library instructions concerning disposition to be made of the depository publications of the library. (*Indiana Library and Historical Board; Rule III,E; filed Dec 16, 1974, 2:05 pm; Rules and Regs. 1975, p. 378; readopted filed Nov 13, 2001, 9:25 a.m.: 25 IR 1303*)

## ARTICLE 2. AUTOMATION STANDARDS (EXPIRED)

(Expired under IC 4-22-2.5, effective January 1, 2002.)

## ARTICLE 3. STATEWIDE LIBRARY CARD PROGRAM

Rule 1. Public Library Access Card Program

### Rule 1. Public Library Access Card Program

590 IAC 3-1-1	Definitions
590 IAC 3-1-2	Requirements for Indiana libraries; required information
590 IAC 3-1-3	Fees; method of payment
590 IAC 3-1-4	Items available for loan
590 IAC 3-1-5	Statistics
590 IAC 3-1-6	Overdue fees; lost items
590 IAC 3-1-7	Statistics; annual report
590 IAC 3-1-8	Agreements in writing; statistics for reimbursement
590 IAC 3-1-9	Payment of funds; noncompliance

### 590 IAC 3-1-1 Definitions

**Authority:** IC 4-23-7.1-5.1; IC 4-23-7.1-5.2

**Affected:** IC 4-23-7.1; IC 6-1.1-1-15; IC 20-14-1-2; IC 20-14-3-1.1; IC 20-14-7-1.1

Sec. 1. (a) The definitions in this rule apply throughout this article.

(b) "Annual report" has the meaning as set forth in IC 4-23-7.1-22.

(c) "Books" means the following:

- (1) Hardbound print books.
- (2) Paperback print books.
- (3) Large print format books.
- (4) Lap or board books.

(d) "Home library" means the public library where an individual is a resident or real property taxpayer in the taxing district of the library or library from which a nonresident has purchased a card.

(e) "Indiana library and historical board" has the meaning as set forth in IC 20-14-1-2.

(f) "Issuing library" means any public library in the state, not just the home library, where an individual obtains a PLAC.

(g) "Library" means a public library as set forth in IC 20-14-1-2.

(h) "Library board" has the meaning as set forth in IC 20-14-1-2.

(i) "Library district" has the meaning as set forth in IC 20-14-1-2.

(j) "Local agreement" means a local or regional agreement made between two (2) or more libraries that residents of each library district may borrow items from a public library in the other library district or districts or a resolution by a local library board that the library will allow anyone with a public library card from another library in the state to borrow materials.

(k) "Minimum standards for public libraries" has the meaning as set forth in IC 4-23-7.1-11 and 590 IAC 1-1.

(l) "Net loans" means a greater number of loans made by a library to PLAC cardholders from outside its district than loans made by PLAC cardholders from within its district at other libraries.

(m) "Nonbook materials" means all items other than books that a library would normally circulate.

(n) "Nonresident" means a citizen of Indiana who does not live within a public library district, nor pays real property taxes to a public library taxing district. The home library for a nonresident is the library from which the nonresident paid the nonresident fee of that library for a card from that library.

(o) "PLAC" means the public library access card, the name for the statewide library card program, enacted by IC 4-23-7.1-5.1. The PLAC allows an individual to borrow materials directly from any public library in Indiana.

(p) "PLAC quarterly report" means the approved form State Form 44289 (R/1-94), which is used to report cards sold and money submitted to the Indiana state library quarterly.

(q) "Real property" has the meaning as set forth in IC 6-1.1-1-15.

(r) "Statewide library card program" has the meaning as set forth in IC 4-23-7.1-1. (*Indiana Library and Historical Board; 590 IAC 3-1-1; filed Jul 9, 1999, 5:51 p.m.: 22 IR 3875*)

### 590 IAC 3-1-2 Requirements for Indiana libraries; required information

**Authority:** IC 4-23-7.1-5.1; IC 4-23-7.1-5.2

**Affected:** IC 4-23-7.1; IC 20-14-3-1.1; IC 20-14-7-1.1

Sec. 2. (a) Any library in Indiana shall issue a PLAC to any resident of Indiana.

(b) The Indiana state library will provide a supply of numbered PLACs to each library in the state. Libraries will not be charged for the PLAC when they are distributed from the Indiana state library. An order for a new supply of PLACs may be placed on the PLAC quarterly report form.

(c) A PLAC shall show on its face the following information:

- (1) Name of cardholder.
- (2) Address of cardholder.
- (3) Home library of the cardholder.
- (4) Expiration date of card.

This information shall be made part of the PLAC at the issuing library. The card is issued as an individual card to one (1) specific person.

(d) An individual who is in good standing as defined by the local library and eligible to obtain a valid resident or nonresident library card from a library in Indiana qualifies to obtain a PLAC. A nonresident of a library district may obtain a PLAC at any library. The fee for a nonresident to obtain a PLAC is at least the sum of twenty-five dollars (\$25), or the operating fund expenditure per capita of the library, if that amount is greater than twenty-five dollars (\$25), plus the current PLAC fee. A nonresident fee may be set higher than the operating fund expenditure per capita of the library. The amounts of the operating fund expenditure per capita for libraries are found in the current "Statistics of Indiana Libraries," collected and published by the Indiana state library under IC 4-23-7.1-6, IC 4-23-7.1-14, and IC 4-23-7.1-22, and distributed annually to each Indiana public library.

(e) Rules or guidelines used at the local library to determine eligibility for a local library card shall also be applied when an individual requests to purchase a PLAC. "Good standing" is defined at the local library level.

(f) A family PLAC shall not be issued. The guidelines of the local library regarding use of a library card by a person other than the actual cardholder shall be followed if a family member wishes to borrow on a PLAC.

(g) The PLAC may be issued by mail if the library chooses to do so.

(h) A library may choose to issue its own library card to an individual holding a PLAC to enable that library to properly check out materials to the patron. Any local card that is issued to a PLAC holder shall be marked clearly with the PLAC expiration date. Libraries that have computerized registration files must mark the expiration date of the record of the PLAC cardholder in the database. PLAC cardholders may be required to show both the PLAC and the local library card to check out materials according to the rules of the lending library.

(i) Resident college or university students are not required to have a PLAC to use the local library in the college or university community. If a college student wants to borrow materials from a library other than his or her home library or the library in the college or university community where he or she resides, then the student will need to be issued a PLAC. Local libraries must follow established guidelines in place for issuance of student

cards to local college, university, or other postsecondary school students.

(j) No refunds of fees paid for a PLAC shall be made under any circumstance.

(k) When a PLAC is lost or stolen, the PLAC cardholder shall be issued a replacement card at the library where the PLAC was issued. The fee for the replacement card shall be subject to annual review by the Indiana library and historical board and shall be remitted to the Indiana state library. Names, addresses, and card numbers of individuals who are issued replacement cards must appear on the PLAC quarterly report form. (*Indiana Library and Historical Board; 590 IAC 3-1-2; filed Jul 9, 1999, 5:51 p.m.: 22 IR 3876*)

### 590 IAC 3-1-3 Fees; method of payment

Authority: IC 4-23-7.1-5.1; IC 4-23-7.1-5.2

Affected: IC 20-14-3-1.1; IC 20-14-7-1.1; IC 36-1-8-11

Sec. 3. (a) An annual fee as determined by the Indiana library and historical board shall be collected for the PLAC under IC 4-23-7.1-5.1(b)(2).

(b) An individual may pay for the PLAC by any method listed in IC 36-1-8-11 and approved by the library board. If payment is made by check, the check must be made out to the library issuing the PLAC. Collection and deposit of fees must be recorded by the issuing library according to the prescribed method of the Indiana state board of accounts.

(c) All PLAC fees shall be deposited daily in the PLAC fund of the library.

(d) Collected fees for PLAC shall be remitted to the Indiana state library on a quarterly basis using the PLAC quarterly report form. (*Indiana Library and Historical Board; 590 IAC 3-1-3; filed Jul 9, 1999, 5:51 p.m.: 22 IR 3877*)

### 590 IAC 3-1-4 Items available for loan

Authority: IC 4-23-7.1-5.1; IC 4-23-7.1-5.2

Affected: IC 20-14-3-1.1; IC 20-14-7-1.1

Sec. 4. (a) Books that normally circulate in an individual library shall be available for loan to PLAC cardholders.

(b) At the discretion of the individual library, nonbook materials may be loaned to PLAC cardholders.

(c) Each local library will be required to annually determine what additional types of materials will be loaned to PLAC cardholders. (*Indiana Library and Historical Board; 590 IAC 3-1-4; filed Jul 9, 1999, 5:51 p.m.: 22 IR 3877*)

### 590 IAC 3-1-5 Statistics

Authority: IC 4-23-7.1-5.1; IC 4-23-7.1-5.2

Affected: IC 20-14-3-1.1; IC 20-14-7-1.1

Sec. 5. Each library is required by the Indiana state library to keep statistics recording the home library of each PLAC cardholder who borrows materials as well as the number of items borrowed by a PLAC cardholder. (*Indiana Library and Historical Board; 590 IAC 3-1-5; filed Jul 9, 1999, 5:51 p.m.: 22 IR 3877*)

#### **590 IAC 3-1-6 Overdue fees; lost items**

**Authority:** IC 4-23-7.1-5.1; IC 4-23-7.1-5.2

**Affected:** IC 20-14-3-1.1; IC 20-14-7-1.1

Sec. 6. (a) Each individual library shall determine the daily overdue fee for library materials loaned to PLAC cardholders by policy set by the board of trustees of that library.

(b) Reimbursement for lost library material borrowed on a PLAC is the responsibility of the borrower, not the home library of the borrower. The replacement cost of an item shall be determined by the lending library.

(c) The library to which the PLAC cardholder returns borrowed materials may determine if a fee will be charged to the PLAC cardholder if the library is not the lending library. If a fee is charged, the library to which the materials are returned is responsible for collecting the fee. (*Indiana Library and Historical Board; 590 IAC 3-1-6; filed Jul 9, 1999, 5:51 p.m.: 22 IR 3877*)

#### **590 IAC 3-1-7 Statistics; annual report**

**Authority:** IC 4-23-7.1-5.1; IC 4-23-7.1-5.2

**Affected:** IC 4-23-7.1-11; IC 20-14-3-1.1; IC 20-14-7-1.1

Sec. 7. (a) Each library shall report all required borrowing statistics that have been kept on the PLAC program as a part of the annual report. The board president shall attest to the accuracy of the statistics submitted on PLAC statistics form.

(b) Each library shall annually file with the Indiana state library a report detailing what library materials will be loaned to PLAC cardholders.

(c) Failure to submit a complete statistical report to the Indiana state library by February 1 of each year, under 590 IAC 1-1-2.5(u), will result in the following action taken:

- (1) Withholding of funds due to the library as a result of net loans made in the program.
- (2) Determination that the library is in noncompliance with minimum standards for public library as specified in IC 4-23-7.1-11 and 590 IAC 1-1.
- (3) Withholding of state and federal funds to the library by the Indiana state library.

(d) Each library is responsible for all unsold cards. (*Indiana Library and Historical Board; 590 IAC 3-1-7; filed Jul 9, 1999, 5:51 p.m.: 22 IR 3877*)

#### **590 IAC 3-1-8 Agreements in writing; statistics for reimbursement**

**Authority:** IC 4-23-7.1-5.1; IC 4-23-7.1-5.2

**Affected:** IC 20-14-3-1.1; IC 20-14-7-1.1

Sec. 8. (a) All local agreements must be in writing and approved by the participating libraries' boards of trustees.

(b) Loans to individuals whose libraries have local agreements may not be counted and submitted as statistics for reimbursement as part of the statewide PLAC program. (*Indiana Library and Historical Board; 590 IAC 3-1-8; filed Jul 9, 1999, 5:51 p.m.: 22 IR 3878*)

#### **590 IAC 3-1-9 Payment of funds; noncompliance**

**Authority:** IC 4-23-7.1-5.1; IC 4-23-7.1-5.2

**Affected:** IC 20-14-3-1.1; IC 20-14-7-1.1

Sec. 9. (a) Payment of funds for the statewide PLAC program will be paid out on the basis of net loans under IC 4-23-7.1-5.2(d). Money paid into the PLAC fund plus the interest earned on this fund during a calendar year will be divided by the number of net loans made to PLAC cardholders and the resulting figure will be the per net loan figure paid to libraries.

(b) Libraries with net PLAC loans must meet "Minimum Standards for Public Libraries" as stated in 590 IAC 1-1 in order to be eligible for reimbursement through the PLAC program. A voucher shall be completed and signed by each library to complete the reimbursement process.

(c) A library determined to be in noncompliance with the terms of the PLAC program may appeal the decision at the first Indiana library and historical board meeting following the notification to the library of the judgment. The Indiana library and historical board will render a final decision after hearing the appeal of the library. (*Indiana Library and Historical Board; 590 IAC 3-1-9; filed Jul 9, 1999, 5:51 p.m.: 22 IR 3878*)

### **ARTICLE 4. LIBRARIAN CERTIFICATION**

Rule 1. General Provisions

Rule 2. Definitions

Rule 3. Certification Application; Fees

Rule 4. Certification Requirements

#### **Rule 1. General Provisions**

590 IAC 4-1-1	Library certification law
590 IAC 4-1-2	Authority of certification board
590 IAC 4-1-3	Validity of old certificates
590 IAC 4-1-4	Life certificate
590 IAC 4-1-5	Exempt librarians and voluntary certification
590 IAC 4-1-6	Military service
590 IAC 4-1-7	Reciprocity

**590 IAC 4-1-1 Library certification law****Authority:** IC 20-14-12-3**Affected:** IC 20-14-12-4

Sec. 1. IC 20-14-12-4 refers to all professional positions as distinguished from clerical positions that do not require certification. See the definition of professional position at 590 IAC 4-2-10. (*Indiana Library and Historical Board; 590 IAC 4-1-1; filed Nov 16, 2001, 4:35 p.m.: 25 IR 1151*)

**590 IAC 4-1-2 Authority of certification board****Authority:** IC 20-14-12-3**Affected:** IC 20-14-12

Sec. 2. The board, in accordance with IC 20-14-12, makes the final determination as to what grades of certificate are required for directors or head librarians of public libraries. (*Indiana Library and Historical Board; 590 IAC 4-1-2; filed Nov 16, 2001, 4:35 p.m.: 25 IR 1151*)

**590 IAC 4-1-3 Validity of old certificates****Authority:** IC 20-14-12-3**Affected:** IC 20-14-12

Sec. 3. A librarian in position and holding a permanent certificate under 595 IAC 1, which was repealed in 2001, will not be required to obtain a new certificate issued under this article. Their present certificate will remain fully valid for their present position and for any other position that the certificate originally covered. They may obtain a new certificate, at their own option, provided they fully meet the required qualifications for the grade of certificate sought, and provided such new certificate is applied for and processed in the same manner as other certificates issued under this article. (*Indiana Library and Historical Board; 590 IAC 4-1-3; filed Nov 16, 2001, 4:35 p.m.: 25 IR 1151*)

**590 IAC 4-1-4 Life certificate****Authority:** IC 20-14-12-3**Affected:** IC 20-14-12

Sec. 4. Any certificate issued on the basis of prescribed qualifications is designated as a life certificate. (*Indiana Library and Historical Board; 590 IAC 4-1-4; filed Nov 16, 2001, 4:35 p.m.: 25 IR 1151*)

**590 IAC 4-1-5 Exempt librarians and voluntary certification****Authority:** IC 20-14-12-3**Affected:** IC 20-14-12

Sec. 5. A certificate issued by the board is not re-

quired, under the law, for appointment to positions in school libraries and libraries of educational institutions. A librarian in such a library or in any private library may voluntarily make application for a certificate. If the applicant is found to be qualified for the grade of certificate requested, the applicant shall be given the certificate in the same manner and subject to the same conditions as pertain to certificates of librarians in public libraries. As used in this section, "private library" means any library not supported by public funds. (*Indiana Library and Historical Board; 590 IAC 4-1-5; filed Nov 16, 2001, 4:35 p.m.: 25 IR 1151*)

**590 IAC 4-1-6 Military service****Authority:** IC 20-14-12-3**Affected:** IC 20-14-12

Sec. 6. Any service in the Armed Forces shall be accepted in lieu of library experience provided an applicant held a professional library position prior to his or her military service and at that time held qualifications entitling him or her to an Indiana library certificate. (*Indiana Library and Historical Board; 590 IAC 4-1-6; filed Nov 16, 2001, 4:35 p.m.: 25 IR 1151*)

**590 IAC 4-1-7 Reciprocity****Authority:** IC 20-14-12-3**Affected:** IC 20-14-12

Sec. 7. Anyone presenting a certificate for public library service from any other state shall be required to obtain an Indiana certificate in order to qualify for public library service in Indiana. In granting this certificate, due recognition shall be given to a certificate that may be presented from the other state in terms of the special qualifications it represents as these qualifications apply under the certification requirements of Indiana. In all cases due consideration will be given to the educational standards and recommendations of the American Library Association. (*Indiana Library and Historical Board; 590 IAC 4-1-7; filed Nov 16, 2001, 4:35 p.m.: 25 IR 1151*)

**Rule 2. Definitions**

590 IAC 4-2-1	Applicability
590 IAC 4-2-2	"Accredited college or university" defined
590 IAC 4-2-3	"Accredited library education" defined
590 IAC 4-2-4	"Accredited library school" defined
590 IAC 4-2-5	"Administrative experience" defined
590 IAC 4-2-6	"Approved library science education" defined
590 IAC 4-2-7	"Board" defined
590 IAC 4-2-8	"College credits" defined
590 IAC 4-2-9	"Creditable library education" defined
590 IAC 4-2-10	"Professional position" defined
590 IAC 4-2-11	"Specialist education" defined
590 IAC 4-2-12	"Unlawful" defined

**590 IAC 4-2-1 Applicability****Authority:** IC 20-14-12-3**Affected:** IC 20-14-12

Sec. 1. The definitions in this rule apply throughout this article. (*Indiana Library and Historical Board; 590 IAC 4-2-1; filed Nov 16, 2001, 4:35 p.m.: 25 IR 1151*)

**590 IAC 4-2-2 “Accredited college or university” defined****Authority:** IC 20-14-12-3**Affected:** IC 20-14-12

Sec. 2. “Accredited college or university” means a college or university that qualifies for membership in the North Central Association of Colleges and Schools or other regional or national associations of similar rank. These associations and the institutions they have accredited are listed in the latest edition of the publication “Accredited Institutions of Higher Education” 1974 (and later), issued annually by the United States Office of Education. (*Indiana Library and Historical Board; 590 IAC 4-2-2; filed Nov 16, 2001, 4:35 p.m.: 25 IR 1152*)

**590 IAC 4-2-3 “Accredited library education” defined****Authority:** IC 20-14-12-3**Affected:** IC 20-14-12

Sec. 3. “Accredited library education” means completion of at least one (1) year of professional study on the graduate level taken in an American Library Association accredited library school and validated by a diploma or certificate awarding a master’s of library science or equivalent. (*Indiana Library and Historical Board; 590 IAC 4-2-3; filed Nov 16, 2001, 4:35 p.m.: 25 IR 1152*)

**590 IAC 4-2-4 “Accredited library school” defined****Authority:** IC 20-14-12-3**Affected:** IC 20-14-12

Sec. 4. “Accredited library school” means a professional school of librarianship that is approved by the Committee on Accreditation of the American Library Association, or a school that was approved at the time courses were taken that are submitted to fulfill the Indiana certification requirements. Accredited status is retroactive to cover the academic year preceding the one in which the accreditation visit to the library school was made. (*Indiana Library and Historical Board; 590 IAC 4-2-4; filed Nov 16, 2001, 4:35 p.m.: 25 IR 1152*)

**590 IAC 4-2-5 “Administrative experience” defined****Authority:** IC 20-14-12-3**Affected:** IC 20-14-12

Sec. 5. “Administrative experience” means experience attained as a director or head librarian or by supervising the work of other persons, at least two (2) of whom have professional status, or a valid equivalent of such experience that is accepted by the board. (*Indiana Library and Historical Board; 590 IAC 4-2-5; filed Nov 16, 2001, 4:35 p.m.: 25 IR 1152*)

**590 IAC 4-2-6 “Approved library science education” defined****Authority:** IC 20-14-12-3**Affected:** IC 20-14-12

Sec. 6. “Approved library science education” means elementary instruction in library science taken, after completion of two (2) years of academic education, in an institution approved to give such library science instruction. This approval may be either accreditation of the institution by the American Library Association to give graduate library education, or approval by the Indiana state commission on higher education to give graduate or undergraduate courses in library science. Such approved Indiana courses in library science taken in fulfillment of the Indiana teachers’ licensing requirements for school library service shall be accepted for purposes of public library certification, except as established in section 9(2)(A) of this rule with respect to the requirement of a course in public library administration for a director or head librarian of a public library. Similar approved courses in library science taken outside of Indiana may be accepted at the discretion of the board. (*Indiana Library and Historical Board; 590 IAC 4-2-6; filed Nov 16, 2001, 4:35 p.m.: 25 IR 1152*)

**590 IAC 4-2-7 “Board” defined****Authority:** IC 20-14-12-3**Affected:** IC 4-23-7-2; IC 20-14-12

Sec. 7. “Board” means the Indiana library and historical board as established under IC 4-23-7-2. (*Indiana Library and Historical Board; 590 IAC 4-2-7; filed Nov 16, 2001, 4:35 p.m.: 25 IR 1152*)

**590 IAC 4-2-8 “College credits” defined****Authority:** IC 20-14-12-3**Affected:** IC 20-14-12

Sec. 8. “College credits” means the computation of the number of years of academic college work. Thirty (30) semester hours or forty-five (45) quarter hours is considered a year of work, provided, however, that the award of a baccalaureate degree is required as evidence of completion of four (4) years of college work. (*Indiana Library and Historical Board; 590 IAC 4-2-8; filed Nov 16, 2001, 4:35 p.m.: 25 IR 1152*)

**590 IAC 4-2-9 “Creditable library education” defined****Authority:** IC 20-14-12-3**Affected:** IC 20-14-12

Sec. 9. “Creditable library education” refers to the kind and the amount of library education, which, together with academic education and creditable experience, is recognized by the board in determining the grade of certificate to be granted. The board recognizes the following types of library education:

(1) Accredited library education, as defined in section 3 of this rule, which requires at least one (1) year of professional study beyond the baccalaureate degree. This professional education relates to the higher grades of Indiana library certificates.

(2) Approved library science education, as defined in section 6 of this rule, which requires designated amounts of study in library science and relates to the lower grades of Indiana library certificates. Two (2) levels of such study are recognized and are designated as intermediate library education and minimum library education as follows:

(A) As used in this section, “intermediate library education” means at least fifteen (15) semester hours or twenty (20) quarter hours of approved library science education and shall consist of courses embracing five (5) areas of study, namely:

- (i) selection and evaluation of media;
- (ii) cataloging and organization of materials;
- (iii) public library administration;
- (iv) reference and information sources; and
- (v) children’s materials;

at least three (3) semester hours or four (4) quarter hours each. Persons who are not candidates for administrative positions may substitute some other course approved by the board for the course in public library administration. Certificates will show such substitution. Subsequent eligibility to a position of director or head librarian shall require removal of the deficiency by taking the specified course. Intermediate library education is recognized as basic general preparation for librarianship that meets specified certification requirements above the level of minimum library education.

(B) As used in this section, “minimum library education” means at least nine (9) semester hours or twelve (12) quarter hours of approved library science education, taken after completion of two (2) years of academic education in an accredited college or university. This education is designated to meet the minimum essential needs of small public libraries for purposes of certifying positions of director or head

librarian. As such, minimum library education shall consist of courses embracing three (3) areas of study, namely:

- (i) selection and evaluation of media;
- (ii) reference and information sources; and
- (iii) public library administration;

at least three (3) semester hours or four (4) quarter hours each. The same provisions relating to substitution for the course in public library administration shall apply to minimum library education as apply to intermediate library education.

*(Indiana Library and Historical Board; 590 IAC 4-2-9; filed Nov 16, 2001, 4:35 p.m.: 25 IR 1152)*

**590 IAC 4-2-10 “Professional position” defined****Authority:** IC 20-14-12-3**Affected:** IC 20-14-12

Sec. 10. “Professional position” means a position in which a person devotes more than half of his or her time to work that calls for:

- (1) a knowledge of books and other library materials and of technical library processes; and
- (2) the ability to deal with people in a professional capacity as distinguished from clerical.

*(Indiana Library and Historical Board; 590 IAC 4-2-10; filed Nov 16, 2001, 4:35 p.m.: 25 IR 1153)*

**590 IAC 4-2-11 “Specialist education” defined****Authority:** IC 20-14-12-3**Affected:** IC 20-14-12

Sec. 11. “Specialist education” means study beyond the secondary level in subject areas that provide specialized expertise in libraries, including, but not limited to, business administration, history, fine arts, and audio-visual media. Positions that may be included in the specialist category are as follows:

- (1) Business manager.
- (2) Archivist.
- (3) Computer specialist.
- (4) Library media specialist.
- (5) Specialist in charge of art collection.

*(Indiana Library and Historical Board; 590 IAC 4-2-11; filed Nov 16, 2001, 4:35 p.m.: 25 IR 1153)*

**590 IAC 4-2-12 “Unlawful” defined****Authority:** IC 20-14-12-3**Affected:** IC 20-14-12

Sec. 12. “Unlawful” means, among other things, the unlawful expenditure of public funds for the purpose of employing library personnel. Specifically, and as an example, a library board may be considered to expend

public funds unlawfully when it pays a salary to a person occupying a professional position who does not hold a requisite certificate issued by the board. Such failure to observe the law would normally be disclosed at the time of official audit of library accounts. The members of the governing body collectively shall be responsible for the restitution to the funds of the library for which the governing body is responsible of such salaries, fees, reimbursements, or other payments from public funds as have been made to a person not holding the certificate of the required grade or a valid temporary permit. (*Indiana Library and Certification Board; 590 IAC 4-2-12; filed Nov 16, 2001, 4:35 p.m.: 25 IR 1153*)

### **Rule 3. Certification Application; Fees**

590 IAC 4-3-1	Minimum requirements
590 IAC 4-3-2	Temporary permits
590 IAC 4-3-3	Fees

#### **590 IAC 4-3-1 Minimum requirements**

**Authority:** IC 20-14-12-3

**Affected:** IC 4-22-2-2; IC 20-14-12

Sec. 1. (a) The director or head librarian, or an officer of the local library board (transmitting official) shall send to the board an application for a certificate for any member of the professional staff who:

- (1) is not already certified; or
- (2) does not hold the requisite grade of certification for the position occupied.

(b) The application must be on a form prescribed and supplied by the board and shall indicate in the designated place the position occupied by the applicant, attested to by the signature and title of the transmitting official. The application must also indicate in the designated place the grade of certificate requested or proposed for the applicant.

(c) A person who is not presently under employment in an Indiana library may make application for a certificate on the prescribed form in his or her own name without the signature of a transmitting official (except that if the applicant is a library school student, the dean of the library school is the transmitting official).

(d) The applicant shall submit to the board official verification of the academic and library education claimed before a certificate is granted.

(e) Certificates will be issued to persons who give proof of qualifications prescribed by the board for a requisite grade of certificate. Application for such certificate shall be made on the prescribed form, accompanied by the prescribed fee as established in section 3 of this rule. Such certificates shall be valid in respect to the level of positions they are designed to cover.

(f) The qualifications in 590 IAC 4-4 for each grade of certificate are considered to be minimum requirements only. Certificates issued therefore represent minimum standards of competence for the various levels of positions. Libraries may require higher qualifications for appointments to their staff, but cannot lawfully appoint to positions persons who have lower qualifications than those called for by the grades of certificates pertaining to the levels of position as prescribed by the board.

(g) Candidates for librarian certificates who lack the amount of academic education specified for a particular grade of certificate are urged to make up the deficiency by attending college or by taking approved examinations designed to test academic equivalencies. The board is prepared to advise candidates on the availability of college courses and college equivalency examinations as recommended means of meeting the academic education requirements for library certificates.

(h) Any candidate for a librarian certificate who has taken an examination (which is no longer offered) and received a passing score will be issued a certificate that reflects credit for the examination. (*Indiana Library Certification Board; 590 IAC 4-3-1; filed Nov 16, 2001, 4:35 p.m.: 25 IR 1153*)

#### **590 IAC 4-3-2 Temporary permits**

**Authority:** IC 20-14-12-3

**Affected:** IC 4-22-2-2; IC 20-14-12

Sec. 2. A temporary permit may be issued at the request of a local library board to cover a substitute or temporary employee or an acting appointee who does not at the time of assuming duties fully meet the requirements for the appropriate grade of certificate. Application for such temporary permit must be made within six (6) months after the date of assuming duties. Regardless of the date of such application, the effective date of the first temporary permit shall be the date six (6) months after first assuming the duties of the covered position. A temporary permit is valid for one (1) year. It can be renewed by special authorization of the board. Application for such renewal shall be approved and requested by the local library board and shall be accompanied by a statement indicating progress toward meeting the requirements for the requisite permanent certificate. A temporary permit will not be issued to a director or head librarian who does not have the qualifications for the grade immediately below the one for which application is being made, with the exception of Librarian V. A temporary permit for the position of director or head librarian can be renewed twice. Application for a temporary permit shall be made on the regular form prescribed for all certificates and shall be accompanied by the

prescribed fee as established in section 3 of this rule. (*Indiana Library Certification Board; 590 IAC 4-3-2; filed Nov 16, 2001, 4:35 p.m.: 25 IR 1154*)

#### **590 IAC 4-3-3 Fees**

**Authority:** IC 20-14-12-3

**Affected:** IC 4-22-2-2; IC 20-14-12

Sec. 3. The fee for a permanent or temporary certification shall be one dollar (\$1). (*Indiana Library Certification Board; 590 IAC 4-3-3; filed Nov 16, 2001, 4:35 p.m.: 25 IR 1154*)

### **Rule 4. Certification Requirements**

590 IAC 4-4-1	Certification plan
590 IAC 4-4-2	Librarian I
590 IAC 4-4-3	Librarian II
590 IAC 4-4-4	Librarian III
590 IAC 4-4-5	Librarian IV
590 IAC 4-4-6	Librarian V
590 IAC 4-4-7	Specialist I
590 IAC 4-4-8	Specialist II
590 IAC 4-4-9	Specialist III
590 IAC 4-4-10	Specialist IV
590 IAC 4-4-11	Specialist V
590 IAC 4-4-12	Specific positions

#### **590 IAC 4-4-1 Certification plan**

**Authority:** IC 20-14-12-3

**Affected:** IC 20-14-12

Sec. 1. The population figures used in this rule are those figures officially released in the latest United States decennial census. (*Indiana Library and Historical Board; 590 IAC 4-4-1; filed Nov 16, 2001, 4:35 p.m.: 25 IR 1154*)

#### **590 IAC 4-4-2 Librarian I**

**Authority:** IC 20-14-12-3

**Affected:** IC 20-14-12

Sec. 2. (a) The Librarian I position shall be the required minimum grade of certificate for directors or head librarians of libraries serving a population greater than one hundred fifty thousand (150,000), and for other comparable professional positions as determined by the board.

(b) Qualification requirements for the Librarian I position are as follows:

- (1) Graduation from an accredited college or university.
- (2) One (1) year of accredited library education.
- (3) Ten (10) years of library experience, or six (6) years of library experience, including at least three (3) years of administrative experience, after attaining eligibility for a Librarian III certificate.

(*Indiana Library and Historical Board; 590 IAC 4-4-2; filed Nov 16, 2001, 4:35 p.m.: 25 IR 1154*)

#### **590 IAC 4-4-3 Librarian II**

**Authority:** IC 20-14-12-3

**Affected:** IC 20-14-12

Sec. 3. (a) The Librarian II position shall be the required minimum grade of certificate for directors or head librarians of libraries serving a population of from twenty-five thousand one (25,001) to one hundred fifty thousand (150,000), and for other comparable professional positions as determined by the board.

(b) Qualification requirements for the Librarian II position are as follows:

- (1) Graduation from an accredited college or university.
- (2) One (1) year of accredited library education.
- (3) Three (3) years of library experience, after attaining eligibility for a Librarian III certificate.

(*Indiana Library and Historical Board; 590 IAC 4-4-3; filed Nov 16, 2001, 4:35 p.m.: 25 IR 1155*)

#### **590 IAC 4-4-4 Librarian III**

**Authority:** IC 20-14-12-3

**Affected:** IC 20-14-12

Sec. 4. (a) The Librarian III position shall be the required minimum grade of certificate for directors or head librarians of libraries serving a population of from ten thousand one (10,001) to twenty-five thousand (25,000), and for other comparable professional positions as determined by the board.

(b) Qualification requirements for the Librarian III position are as follows:

- (1) Graduation from an accredited college or university.
- (2) One (1) year of accredited library education.

(*Indiana Library and Historical Board; 590 IAC 4-4-4; filed Nov 16, 2001, 4:35 p.m.: 25 IR 1155*)

#### **590 IAC 4-4-5 Librarian IV**

**Authority:** IC 20-14-12-3

**Affected:** IC 20-14-12

Sec. 5. (a) The Librarian IV position shall be the required minimum grade of certificate for directors or head librarians of libraries serving a population of from five thousand one (5,001) to ten thousand (10,000), and for other comparable professional positions as determined by the board.

(b) Qualification requirements for the Librarian IV position are as follows:

- (1) Bachelor's degree from an accredited college or university.
- (2) At least fifteen (15) semester hours or twenty (20) quarter hours of approved library education.

(*Indiana Library and Historical Board; 590 IAC 4-4-5; filed Nov 16, 2001, 4:35 p.m.: 25 IR 1155*)

**590 IAC 4-4-6 Librarian V****Authority:** IC 20-14-12-3**Affected:** IC 20-14-12

Sec. 6. (a) The Librarian V position shall be the required minimum grade of certificate for directors or head librarians of libraries serving a population of less than five thousand (5,000), and for other comparable professional positions as determined by the board.

(b) Qualification requirements for the Librarian V position are as follows:

- (1) Two (2) years of academic education in an accredited college or university.
- (2) An additional nine (9) semester hours or twelve (12) quarter hours of approved library education.

*(Indiana Library and Historical Board; 590 IAC 4-4-6; filed Nov 16, 2001, 4:35 p.m.: 25 IR 1155)*

**590 IAC 4-4-7 Specialist I****Authority:** IC 20-14-12-3**Affected:** IC 20-14-12

Sec. 7. Specialist I qualification requirements are as follows:

- (1) Graduation from an accredited college or university.
- (2) Fifth year degree in subject area from an accredited graduate school.
- (3) Ten (10) years experience in subject field, or six (6) years of subject experience including at least three (3) years of administrative experience.

*(Indiana Library and Historical Board; 590 IAC 4-4-7; filed Nov 16, 2001, 4:35 p.m.: 25 IR 1155)*

**590 IAC 4-4-8 Specialist II****Authority:** IC 20-14-12-3**Affected:** IC 20-14-12

Sec. 8. Specialist II qualification requirements are as follows:

- (1) Graduation from an accredited college or university.
- (2) Fifth year degree in subject area from an accredited graduate school.
- (3) Three (3) years of experience in subject field.

*(Indiana Library and Historical Board; 590 IAC 4-4-8; filed Nov 16, 2001, 4:35 p.m.: 25 IR 1155)*

**590 IAC 4-4-9 Specialist III****Authority:** IC 20-14-12-3**Affected:** IC 20-14-12

Sec. 9. Specialist III qualification requirements are as follows:

- (1) Graduation from an accredited college or university.
- (2) Fifth year degree in subject area from an accredited graduate school.

*(Indiana Library and Historical Board; 590 IAC 4-4-9; filed Nov 16, 2001, 4:35 p.m.: 25 IR 1155)*

**590 IAC 4-4-10 Specialist IV****Authority:** IC 20-14-12-3**Affected:** IC 20-14-12

Sec. 10. Specialist IV qualification requirements are as follows:

- (1) Bachelor's degree from an accredited college or university.
- (2) Fifteen (15) semester hours or twenty (20) quarter hours in relevant subject area.

*(Indiana Library and Historical Board; 590 IAC 4-4-10; filed Nov 16, 2001, 4:35 p.m.: 25 IR 1156)*

**590 IAC 4-4-11 Specialist V****Authority:** IC 20-14-12-3**Affected:** IC 20-14-12

Sec. 11. Specialist V qualification requirements are as follows:

- (1) Two (2) years of academic education in an accredited college or university.
- (2) An additional nine (9) semester hours or twelve (12) quarter hours in relevant subject area.

*(Indiana Library and Historical Board; 590 IAC 4-4-11; filed Nov 16, 2001, 4:35 p.m.: 25 IR 1156)*

**590 IAC 4-4-12 Specific positions****Authority:** IC 20-14-12-3**Affected:** IC 20-14-12

Sec. 12. Local requirements for specific positions shall be set by the local library board. No specific recommendations are appropriate or feasible for particular positions, such as children's librarian, branch librarian, or bookmobile librarian, because too wide a variance in skills and responsibilities is represented in these positions in different library systems throughout the state. It is the responsibility of the local administration to place in such positions certified personnel having the necessary training and experience. *(Indiana Library and Historical Board; 590 IAC 4-4-12; filed Nov 16, 2001, 4:35 p.m.: 25 IR 1156)*